

**ROLES, RESPONSIBILITIES, AND TIMELINES
FOR CONTRACTING
ADMINISTRATIVE GUIDELINE NUMBER 3**

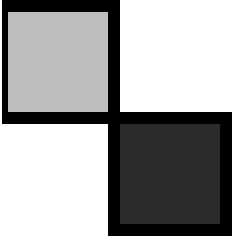



**Harpers Ferry Center
Office of Acquisition Management
February 2006**



CONTRACTING OFFICER



- 
- A person with the delegated **AUTHORITY** to enter into, administer, and/or terminate contracts and make related determinations and findings (FAR 1.602-1)
 - In order to be a Contracting Officer, you must meet certain qualifications and be issued a warrant that identifies the scope and limits of your authority.
- 

RESPONSIBILITIES


- Sign contracts
- Obligate Government Funds
- Commit Government Property
- Authorize Contract Deviations
- Direct Changes
- Suspend or Terminate Performance
- Recoup Funds from Contractor
- Suspend Payment to Contractor
- Ensure that Contractors receive impartial, fair and equitable treatment.
- Comply with:
 - Code of Federal Regulation (CFR);
 - Federal Acquisition Regulation (FAR);
 - Executive Orders (E.O.) ;
 - Department of the Interior (DOI) Regulations;
 - National Park Service (NPS) Regulations and Instructions; and
 - Other applicable governmental laws and regulations.



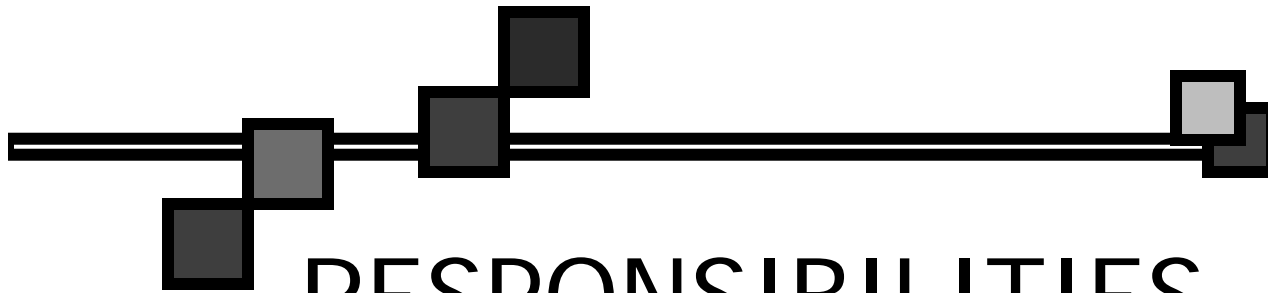


CONTRACT SPECIALIST

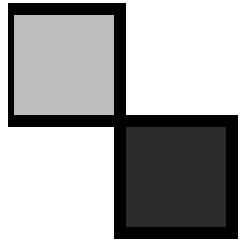


- An authorized representative of the Contracting Officer responsible for the management and monitoring of the contract.
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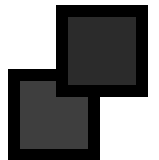




RESPONSIBILITIES

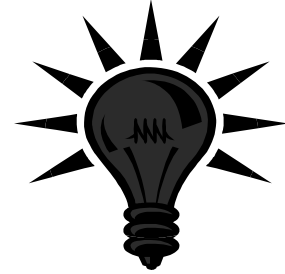


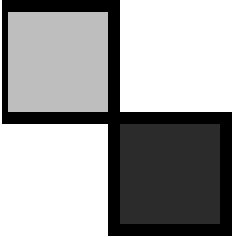

- **Manages, performs, and administers contracting functions for supplies, services, and construction.**
- **Uses automated contracting systems to prepare, process, and analyze transactions and products.**
- **Acts as business advisor, buyer, negotiator, administrator, and Contracting Officer.**





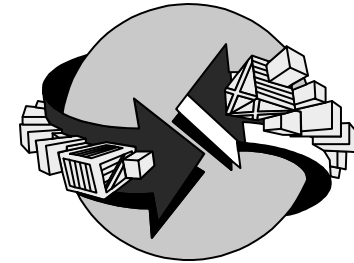
PURCHASING AGENT

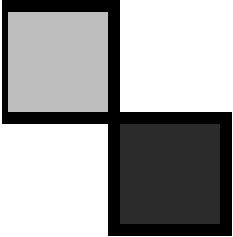



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- A Purchasing Agent is a Contracting Officer, with delegated authority to make small purchases for supplies and non-personal services.
 - A small purchase is generally \$100,000 or less on the open market and can be larger on a GSA schedule contract.
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RESPONSIBILITIES



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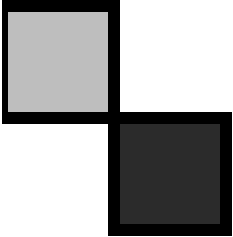

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

- A person who is delegated SPECIFIC AUTHORITY, in writing, from the Contracting Officer to oversee a particular contract.
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RESPONSIBILITIES

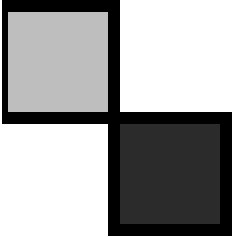



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- Ensure that requirements are clearly specified and defined
 - Ensure that quality standards are provided and met
 - Provide for a detailed Independent Government Estimate (IGE)
 - Monitor the Contractor's technical progress
 - Interpret the Scope of Work
 - Perform technical evaluations
 - Perform technical inspection and acceptance
 - Assist the Contracting Officer in the resolution of technical problems
- 



STANDARDS OF CONDUCT



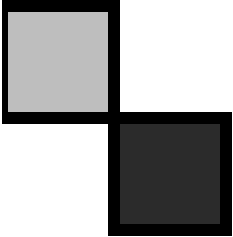
- 
- ✓ The business ethics of all who are charged with administration and expenditure of public funds must be above reproach at all times.
 - ✓ It is important that everyone who is engaged in NPS procurements and related duties adhere to and be guided by the DOI policies and instructions on personnel conduct.
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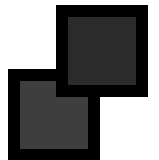


WHAT IS THE FAR?



Federal Acquisition Regulation

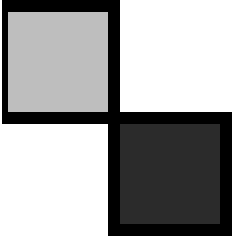

- 
- The primary document that establishes policies and procedures for acquisition by all Executive Agencies.





WHAT IS A CONTRACT?

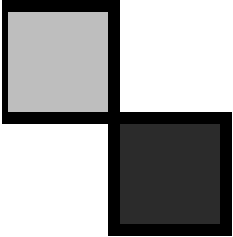
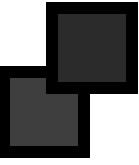


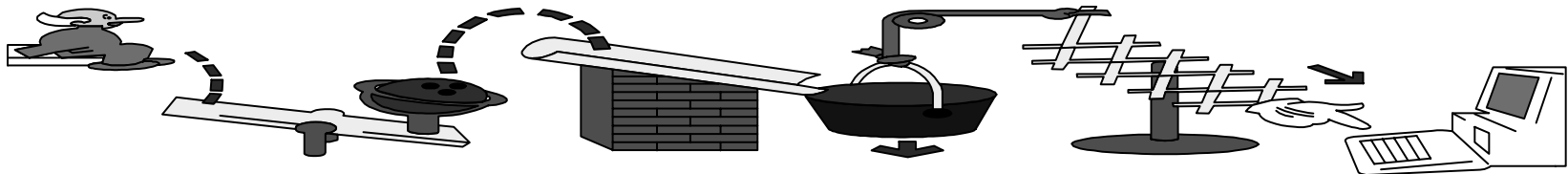
- 
- A contract is a means of communication
 - It includes five elements
 - offer, acceptance, consideration,
legal substance and competent parties
 - May be oral or written
 - Must have a "Meeting of the Minds"
- 



WHAT IS PALT?

PROCUREMENT ADMINISTRATIVE LEAD TIME

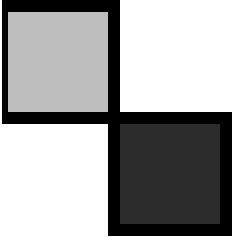

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- Used to determine approximate amount of time to award a requirement after it is received.
 - Many factors affect the amount of PALT required for any particular procurement.
 - A PALT should be established by the Contracting Officer or Contract Specialist upon receipt and discussed with the COR.
 - PALT begins only after acceptance of a properly completed purchase request with a Scope of Work and Independent Government Estimate.
- 





GENERAL PALT GUIDELINES (Working Days)



- 
- 1-7 days \$2,500 and Under
 - 30-45 days \$25,000 to \$100,000
Full and Open, Justification
for Other Than Full and Open
Competition, or Sole Source
 - 4 to 12 months Over \$ 100,000
Full and Open or Sole Source
- 



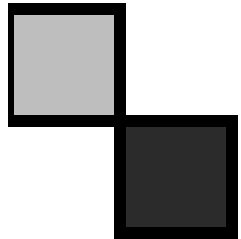
PALT GUIDELINES FOR IDIQ CONTRACTS

Best Value Orders placed against Indefinite Delivery
Indefinite Quantity (IDIQ) Contracts

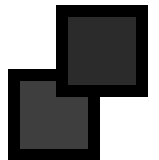
- Requires evaluation of proposals
 - ❖ 14-20 days < \$ 25,000
 - ❖ 30-60 days > \$ 25,000
- Orders in excess of \$500,000 require legal review
- Actual time may vary based on the availability of evaluation panels
- Best Price Orders may take less time



GENERAL PALT GUIDELINES



- 2-7 days Orders for equipment placed against GSA Schedule
- 10-45 days Orders requiring a Scope of Work placed against GSA Schedule



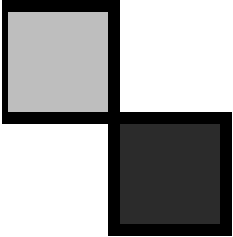

****Again, actual time may vary based on availability of the Evaluation Panel.**





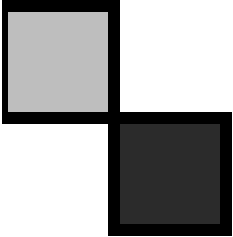

TEN REASONS WHY PROCUREMENT ACTIONS ARE DELAYED...



- 
10. Type of Procurement
 9. Requirement for Pre-Proposal Conference
 8. Requirement for a Pre-Proposal Site Visit
 7. Justification for Other Than Full and Open Competition and/or Sole Source Challenge
 6. Complexity of Procurement
 5. Poor Scope of Work or Specifications
 4. Change to Requirement
 3. Protests
 2. Lack of adequate funding
 1. Incomplete Purchase Request Package!!!
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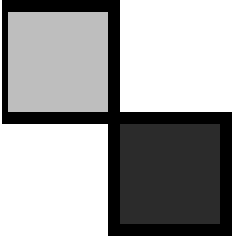


ADVERTISING THE REQUIREMENT

- 
- All requirements greater than \$25,000 must be available electronically and posted to Federal Business Opportunities (FEDBIZOPPS)
 - Issuance of the Solicitation
 - Minimum 30 calendar days (over \$100,000)
 - Reasonable Time (under \$100,000)
 - Commercial Item Acquisition
 - Minimum 15 calendar days
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SIMPLIFIED ACQUISITION

- 
- Acquisition of supplies or non-personal services from commercial sources of \$100,000 or less.



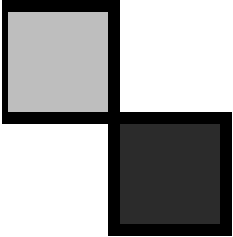



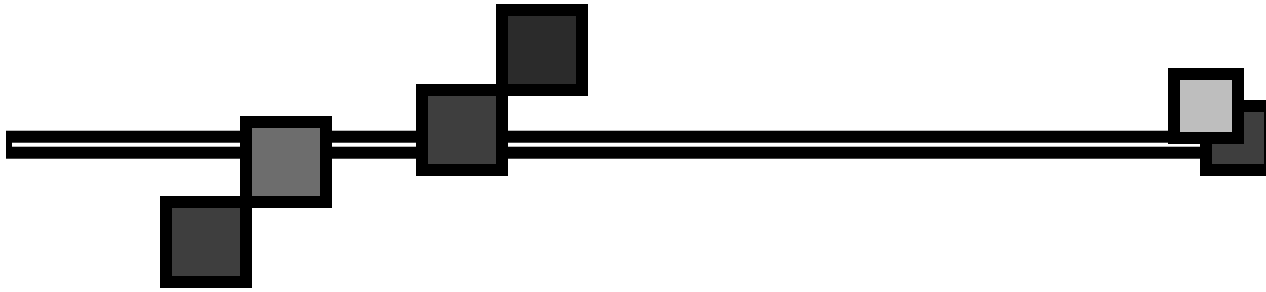
SIMPLIFIED ACQUISITION

Methods of Solicitation

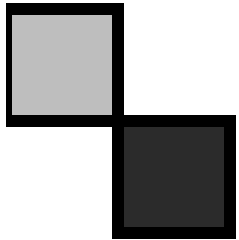
Simplified Acquisition Procedure

= < \$100,000

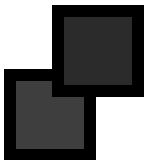
- 
- Micropurchases (Less than \$2,500)
 - Procured with Government Purchase Card as permitted by regulation. Sources must be rotated.
 - Exempt from Small Business and Buy American Acts
 - Competitive (\$2,500 to \$100,000)
 - Oral or written solicitation
 - Competition required
 - Written Request for Quotation (RFQ) when detailed Purchase Description or large number of items
 - 100% Set-aside for Small Business (including 8(a))
 - Posted in FedBizOpps (\$25,000-\$100,000)
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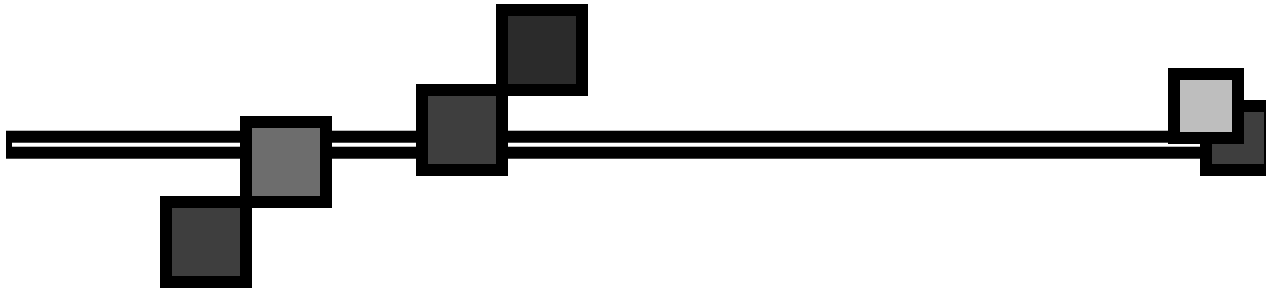


CONTRACT TYPES

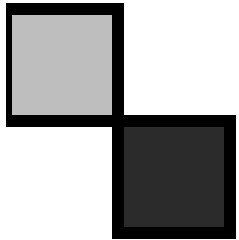


- FIRM-FIXED-PRICE (99%)
- COST REIMBURSEMENT (0%)
- TIME AND MATERIAL (1%)

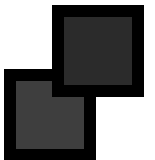




FIRM-FIXED-PRICE

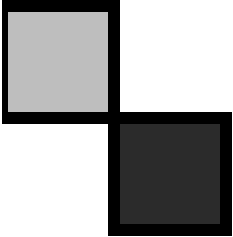



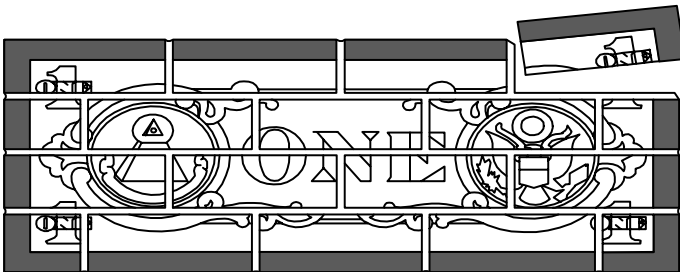
- The most common form of contract used in the Government.
- The most preferred by the Government.
All risk is assumed by the Contractor.
- Price is set in advance and not altered.
- Used for acquiring both goods and services.





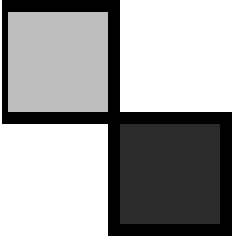

ANTI-DEFICIENCY ACT

- 
- Provides that no Government Officer or employee shall authorize or create any obligation, or make any expenditure, in excess of the funds available, or in advance of being appropriated.
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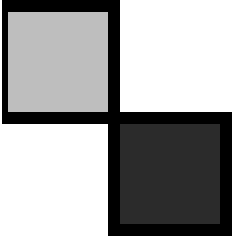



Components of the Acquisition Cycle

- 
- Acquisition Plan
 - Scope of Work
 - Data requirements
 - Source Selection Plan
 - Acquisition package preparation (including market surveys and obtaining applicable approvals and waivers)
 - Purchase Request (submission and acceptance)
 - Justification and approval for Other than Full and Open Competition
 - Advertising the requirement
 - Legal review and approval (as required)
 - Issuance of the solicitation
- 

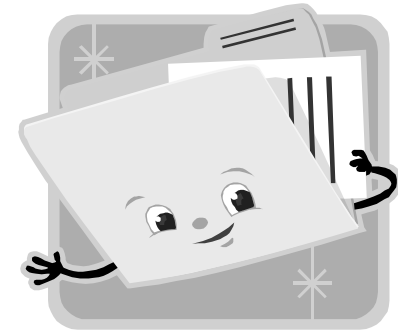


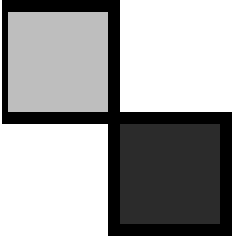

Components of the Acquisition Cycle (continued)

- 
- Evaluation of proposals
 - Obtaining audits (as required)
 - Pre-award Surveys
 - Development of pre-negotiation plan
 - Completion of negotiations (Revised Proposal)
 - Contract preparation
 - Contract review and approval (as required)
 - Legal review and approval (as required)
 - Contract award
 - Notification to unsuccessful offerors
 - Debriefings
- 



Purchase Request

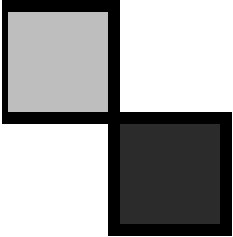



- 
- Special handling/delivery instructions as appropriate.
 - Attached documentation (Scope of Work, Specifications, Drawings, Justifications).
 - Manufacturer and Part Number (when required).
 - Ordering information (type of electrical hook-up, color, size, etc. where appropriate).
 - Appropriate funding citation with funds.
- 



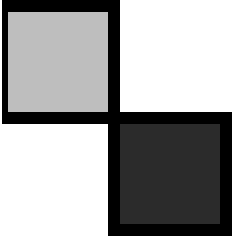

Purchase Description



- 
- The supplies/services must be described in a manner that will encourage maximum competition and eliminate any restrictive features that limit acceptable quotes to one Contractor's product.
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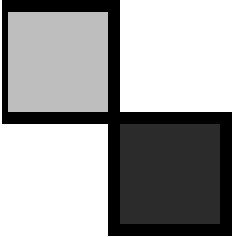


GSA Schedules

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- GSA Schedules are contracts that are awarded by GSA and are available for use by Government agencies.
 - Each schedule has multiple awards with Contractors that meet the minimum requirements.
 - Regulations require competition (three or more quotes) when placing orders against a GSA schedule.
 - Award using best value or best price.
- 



QUESTIONS



If you have any questions, please contact
the Office of Acquisition Management at
(304) 535-6236.

